



Manager's Report

For Council Meeting 12/11/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Sowelu Holistic Arts, Inc.	305 Harrison Street	Massage therapy
Hunt Country Furniture, Inc.	1 Loudoun Street	Furniture sales
The Switch Doctor	304 Hanberry Court	Telephone work
HalfBakd	28-9 Fort Evans Road	Computer graphics

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
none		

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
John Davis	Senior Engineer – Plan Review	Engineering

PLANNING AND ZONING

Current Planning Division Activity

Plans accepted for review during the period November 20, 2001 - December 4, 2001

- Ordinance Amendment, Ongoing, Zoning,
- Downtown Leesburg, In the 21st Century, Planning and Economic Development, Ongoing
- RFP for a downtown Consultant, ick A. Colonna and Marantha Edwards
- Stowers Section 1, Lot 65 and 66 Boundary Line Adjustment, Nick A. Colonna
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- The Hamlet at Leesburg Offsite Easement Plat, Nick A. Colonna
- Tires Plus Special Exception, Development Assistance Tem (DAT), and Consturctino of an Auto Service Plaza
- Burger King, Revisions to the Site Plan for additional dumpster, Delane Parks
- Potomac Station Section 10, Construction Plans for 155 Single family home, Delane Parks
- Stratford Ryland/ Hope Parkway, Constriction Drawings, Road Improvements, John Johnston

- Stowers Section 2, Rough Grading Plan, Nick A. Colonna
- Fort Evans Center, Preliminary Development Plan for two departments stores, Nick A. Colonna
- Leesburg Baptist Church, Final Development Plan for office expansion for office expansion, Delane Parks
- Potomac Crossing Battlefield Parkway, Road Improvement Plan, John Johnston

Plans reviewed during the period November 20, 2001-December 4, 2001

- Potomac Crossing section 10, recreation area, John Johnston
- Leesburg Office Building, final development plan, construction of a 39,000 square foot office building
- Middleburg Bank, construction drawings, Nick A. Colonna
- Hampton Inn, final lat, subdivision of parcel into two lots, approved, Nick A. Colonna
- Turner Wilson, preliminary plat, construction of 12 single family homes, conditionally approved , Nick A. Colonna
- Georgetown Mews, construction drawings, Nick A. Colonna
- Exeter Hills, Section 4, lots 10 and 11, boundary line adjustment, approved, Nick A. Colonna
- Exeter Hills Section 6B, final plat, approved, Nick A. Colonna
- McKinley Office Building, preliminary development plan, Delane Parks
- Turner Wilson, preliminary/final development plan, conditional approval, forwarded to Planning Commission meeting of November 15, Nick A. Colonna
- Edwards Landing Phase 4, construction drawings, construction of 112 town homes.

Comprehensive Planning**Special Exceptions**

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. Scheduled for preview at Planning Commission 12/20/01.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Scheduled for preview at Planning Commission 12/20/01.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. Scheduled for a preview at the Planning Commission 1/03/02.

SE 2001-05: Jerry's Chevrolet/Oldsmobile – For a vehicle sales/rental/and service center, adjacent to CVS on Market Street. Scheduled for a public hearing at Planning Commission 12/06/01.

SE 2001-08: Leesburg Station Auto Wash, on Catoctin Square next to the Leesburg Volunteer Rescue Squad and W&OD Trail. Scheduled for preview at Planning Commission 12/20/01 and public hearing at Planning Commission 1/03/02.

Rezoning

Leesburg Airport: Scheduled for Town Council Public Hearing 12/11

Stratford: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. No meetings scheduled yet for this case.

Hawkins: No meetings scheduled yet for this case, as working with applicant on several issues.

ZONING PERMITS 01-1606-1635**NEW CONSTRUCTION RESIDENTIAL**

Fairview 1 SFD @ \$100,000

Kincaid Forest 2 SFD @ \$100,000

Potomac Crossing 2 SFD @ \$105,000

NEW CONSTRUCTION COMMERCIAL

220 Ft Evans Road Install Antennas @ \$45,000 Sprint/PCS

107 Catoctin Circle SE 2 Story Addition @ \$50,000 Office/Dulles Motor Cars

OCCUPANCY PERMITS RESIDENTIAL

Edwards Landing 2 SFA

Sycamore Hills 1 SFA

Potomac Station 14 SFD 1 SFA

Woodlea Manor 2 SFD

Evergreen Meadows 4 SFD

Beauregard Heights 2 SFD

Tavistock Farms 4 SFA

Kincaid Forest 2 SFD

OCCUPANCY PERMITS COMMERCIAL

241 Ft Evans Road

WATER & SEWER ADMINISTRATION

During this time frame 66 work orders were processed for meter set requests and 33 Public Facility Permits were issued totaling \$293,580.00

Capital Projects Update

- Cardinal Park Sewer Project Contract has been signed by the Contractor and is going through the process in the town office. Work is expected to begin on the first of the New Year.
- Water Storage Tank Siting contract has been awarded and work will begin in the middle of December.
- Reviewed several construction plans for water and sewer extensions and processed several water and sewer model requests.
- Evergreen Mill Sewer Project survey is running behind schedule due to the surveyors workload. Preliminary report is expected by mid-December.

Water Supply Division**Training**

- William Hull, Utility Plant Operator, attended the Leesburg Cross Connection Class on November 20th and 21st, 2001. The class is co-sponsored by the VCCA and the Virginia Department of Health.

- Roger Hall and Larry Taylor attended the Wage and Hour Public Sector Workshop at the Leesburg Town Government Center on December 4th, 2001.

Capital Projects Update**Water Treatment Plant Upgrade to 10 MGD**

- The contractor is performing punch list item work.
- The Engineer continues to perform control system configuration.

WTP Expansion Project Status

Dollar value complete 99.8% Time Elapsed 154%

The contractor continues to be approximately 334 days behind schedule.

Substantial completion was granted to the contractor on September 5, 2001.

Approximately \$246,000.00 has been withheld by the town for liquidated damages.

Water Pollution Control Division**Mosquito Surveillance and Control Plan**

In response to the threat of West Nile Virus, and in conjunction with the Loudoun County government's efforts, town staff are reviewing a proposal for expert assistance to aid in mosquito surveillance and control efforts on town owned property. These services include town site inspections and control strategy development, monitoring of larva and adult mosquito populations (trapping and evaluation of species present, followed by testing through the county's program), and "larvaciding" of selected surface water locations and storm-water catch basins to minimize populations.

BMU Project

On December 2, 2001, start up of the BMU Project dryer resulted in the first heat dried Class A biosolids product (*Tuscarora Turf Builder*) ever produced in the state of Virginia. Heat drying benefits include the destruction of all pathogenic organisms of concern to human health, retention of nutrients beneficial to plants, elimination of "vector" problems such as odor and insect attraction, consumer acceptance based on the physical characteristics of the product, and improved materials handling and storage due to the extremely low moisture content. Although the product Milorganite has been continuously produced and marketed by the Milwaukee Metro Sewerage District since 1925, Leesburg's system will be approximately the 20th heat drying system in North America, with many of them being constructed in the past decade. Several of these systems are in the northern U.S. and Canada, were short growing seasons and the resulting long biosolids storage periods give added significance to the material handling benefits of heat drying. Most of the remaining systems are in the southeast U.S. due to the other benefits of this technology and the citrus fruit industry's need for high quality organic fertilizer.

Utility Lines Division

Training

- One day training class for I&I Tech. held at the Town Shop for new camera truck computer & new equipment.
- Alex Barrett is training to perform Utility Locates (cross-training).
- Alex Barrett attended Virginia "cross-connection" training class held at the Town Shop.
- Held VDOT flagging certification class at the Town Shop (all employees must be certified).
- Dustin, Doug, Hank & Alex attended a V.M.L. workshop in Fredricksburg on communication & confined space entry.

TOWN OF LEEsburg

Full-time positions being recruited as of December 7, 2001

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
Econ Dev	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
Eng & PW	1	Asst Supt - Streets	7/1/01	√	√	√	√		
	1	Sr Engineer – Plan Review	11/30/01	√	√				
	1	Sr Engineer – Plan Review	12/14/01	√	√				
	1	Sr Engineer – Cap Proj	10/23/01	√	√				
	1	Construction Inspector	11/12/01	√	√	√	√		
	1	Construction Inspector	1/1/02	√	√				
	1	Administrative Associate II	9/4/01	√	√				
	1	Maintenance II	11/2/01	√	√				
	1	Maintenance I	11/9/01	√	√				
P&Z	1	Director of P&Z	8/4/01	√	√				
Police	1	Communications Tech I	8/1/01	√	√	√	√		
	1	Police Officer	11/16/01	√	√				
<u>TOTAL</u>	14								

R.S. Noe